

# **Georgia Department of Community Health**

## **Instructions for Survey**

### **Regarding Governmental Status of Health Care Providers**

#### **Opening Survey Document**

This spreadsheet contains an Excel macro to assist you complete the survey document. Depending on your computer's macro security you may receive an Excel message asking if you want to "Disable Macros" or "Enable Macros". You should select the "Enable Macros" button. If your macro security is set at high, depending on your version of Excel, it will either automatically disable the macro without informing you, or it will provide an error message that indicates the macro could not be authenticated and then it will disable it before opening the document.

One way to ensure that the macro is enabled is to open Excel, **prior to opening the survey document, and perform the following steps. Select the Tools menu, Macro, Security; the security screen should give you three options for security. Select the Medium option and then proceed with opening the survey document.** When you open the survey Excel will ask if you would like to "Disable Macros" or "Enable Macros". Select the "Enable Macros" option. If you have any questions with this process contact your Information Technology staff, or feel free to call Myers and Stauffer at (800) 374-6858 and let the receptionist know that you have a question regarding the Georgia survey.

#### **Background**

The Centers for Medicare and Medicaid Services (CMS) issued a final rule on May 29, 2007 which clarifies CMS interpretation of which providers may be considered "governmental" for purposes of financing the state share of Medicaid expenditures. In addition, the final rule limits allowable Medicaid reimbursement to governmental providers at cost. Federal legislation placed a moratorium on this final rule, preventing CMS from implementing it until May 25, 2008. As this moratorium is set to expire, DCH instructed Myers and Stauffer to conduct this survey to determine the governmental status of health care providers in Georgia. Please follow the instructions below when completing the survey.

1. The survey contains three tabs located in the bottom left hand corner of the workbook. The only tab that requires your input is the tab labeled "Survey". This tab contains instructions for completing the survey, and the third tab "Flow Chart" contains a flow chart of the decision logic as to whether a provider is considered "Governmental" under Federal criteria.
2. Begin completing the survey by first filling in the "Provider Name", "Medicaid Provider Number", and "Name of Individual Completing Questionnaire", in the top left hand corner of the Questionnaire tab.

3. The survey is designed to be completed from top to bottom; when you click in the response box you will get a drop down menu of available responses for that question. Based on responses to previous questions the only available response may be N/A. Based on your response to each question additional instructions will appear highlighted under the question to guide you to the next appropriate question. Please note that if you go back to a previous question and change a response that all subsequent responses will be removed and will need to be reanswered. For example if you have completed questions 1 - 9 and then go back and change the answer on number 2, the responses to questions 3-9 will be removed and will need to be reanswered.
4. For some responses additional explanation or clarification may be requested. These responses should be entered on the lines provided with the question. Additional documentation is also requested based on some responses; this information should be submitted with your survey.
5. Upon completion of the survey the results section will indicate, (based on your responses) if your facility is considered governmental or non-governmental. This determination relies upon the federal regulation published in the 5/29/07 Federal Register.
6. Upon completion of the survey your CEO or CFO must complete the certification section by providing their name, title, date, and contact information. They must also certify the accuracy of your response. Please note that additional inquiries may be made to support the responses contained in the questionnaire, up to and including field visits to verify the accuracy of responses.
7. Upon completion of the survey document you can e-mail the survey, and any supplemental electronic documentation that you have, to Myers and Stauffer at gadsh@mslc.com. If the survey requested documentation that is not in an electronic form you can mail it to Myers and Stauffer at:

Myers and Stauffer LC  
Attn: GA Governmental Survey  
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